
Subject: Termination Due to Income Eligibility Redetermination

Effective Date: August 1, 2006

Revised from: October 1, 2004

Policy: Clients whose income changed during the certification period are to have their income eligibility redetermined. If found to be over income and not adjunctively eligible, all members of the same economic unit must be terminated from the WIC Program. (See CRT 09.01.00 Termination from the WIC Program.)

Reference: CFR §246.7(h)

Procedure:

1. Staff use the Income Eligibility Redetermination wizard to reassess income for clients:
 - a. Whose income changed during the certification period and are not adjunctively eligible.
 - b. Who have lost adjunct income eligibility during the certification period.
 - c. Who forgot to bring all income proofs to the certification appointment and are now back in clinic with proof of income.
2. If found to be over income and not adjunctively eligible, all members of the same economic unit are terminated as over income.
 - a. Rarely, a group member may still be adjunctively eligible, but this does not make other family members eligible. For example, a child (foster child or child with Special Supplemental Income) who has a Medical Card.
 - b. If a group member is still eligible, staff “deselect” the client in the Eligibility Redetermination wizard to prevent termination.
3. Finishing the Income Eligibility Redetermination wizard automatically prints a Termination Letter for each group member terminated, with a reason of “Over Income Guidelines”. Staff provides the letter/s to the client/caregiver.